

Dear Students,

Congratulations! The practicum experiences are a significant and exciting part of the student's educational journey. The following information will serve as a guide for you. There are multiple practicum requirements that must be completed prior to starting your practicum experience. Failure to meet these requirements will result in not being able to register for a practicum course.

Our records indicate that you will be enrolled in a practicum course next semester. Students are required to complete 180 practicum hours. Preparing for the practicum will involve selecting a preceptor and site as well as submitting documentation to the School of Nursing through Meditrek® (a web based tracking tool). This is a reminder that all components of the Meditrek® application are required and must be approved before practicum hours can be started. This process may take a minimum of three months to complete so starting early is imperative.

Practicum Requirements

Students are required to complete 180 practicum hours for the NURS 752 Nursing Leadership Practicum. Students will engage in practicum activities pertinent to a nursing leadership/management or health care management role. A preceptor/mentorship model is used, in which managers or leaders in health care organizations play a substantial role in facilitating the practicum.

Identifying a Preceptor

Thoughtful selection of a preceptor is critical to a successful practicum experience. The practicum activities should address the goals and objectives of the course. The objectives of the course are:

- Demonstrate comprehension of organization and administrative theories, techniques, and strategies applicable at various management structure levels of the health care organization.
- Understand the relationship between nursing systems, care management systems and other subsystems of health care delivery.
- Analyze relationships between situational factors and managerial styles critiquing their compatibility, effectiveness and applicability to practice.
- Evaluate efficiency and effectiveness of nursing managers and management teams.
- Utilize management techniques to achieve goals defined for the department of nursing or its subsystem.
- Demonstrate ability to analyze the strategic significance to a particular organization of the potential of social, ethical, legal, regulatory or fiscal constraints and their effect on the patient and the organization.
- Utilize systematic procedures and processes in data collection, analysis, and interpretation to recommend improvement in-patient or organizational outcomes.
- Demonstrate ability to achieve selected management goals and/or objectives through promoting collaboration among professional and non-professional personnel.

Students may identify preceptors by networking via their work environment, student peers, professional organizations (AANC), state organizations (state RN organization), or community contacts.

Students are encouraged to arrive at a potential practicum site in-person and dressed professionally with a resume and cover letter in-hand. The cover letter should include the name of the course and number of hours for which you are requesting preceptorship. Additionally, it is recommended to follow-up on the initial visit. It is ideal to pursue multiple sites, rather than relying on one preceptor.

Preceptor requirements:

- Preceptor must hold a master's degree or above, but does not have to be in nursing.
- Preceptor does not need to be a registered nurse
- Must hold a current/active and unencumbered license to practice in the state where the practicum site is located (if applicable)
- Preceptor cannot be the student's supervisor at the student's place of employment
- Preceptor must hold a position that does not have the same roles and responsibilities as the student's current position (e.g., Nurse Manager ICU vs Nurse Manager Surgical Services), and the roles and responsibilities of the preceptor must be at a higher level than the student
- Preceptor must hold a leadership position in health care
- Preceptor must have greater than one year (2,080 hours) of practice experience
- Preceptor cannot be a member of the student's immediate or extended family
- Preceptor must be present in the practicum site at all times to directly supervise all practicum hours
- Preceptor must be able to provide constructive feedback

Note: Practicum may occur at your place of employment, but should be direct practice experience separate from your working hours. The student will need a preceptor who can foster advanced skills and concepts related to leadership and management/administration.

Identifying a Practicum Site

Students must be proactive in finding a practicum site that will ensure their success. Students will want to choose a practicum site that provides the best opportunity to promote learning. Students goals should be integrated and lead to the achievement of course outcomes and the development of competencies in the *The Essentials of Master's Education in Nursing* (MSN Essentials) as published by the American Association of Colleges of Nursing.

Choosing a practicum site:

- Students may use networks and working relationships in the field to determine a location for completing the practicum
- Students may be able to conduct practicum hours at their place of employment as long as those hours relate to course outcomes and are not during normal working hours
- Consider employment goals when choosing a practicum site

Practicum Compliance Requirements:

- The practicum site may have various requirements for students. It is the student's responsibility to ensure all site requirements are understood and completed prior to registering for the first project and practicum course. This may include, but is not limited to: proof of liability insurance, HIPAA training, proof of licensure, proof of CPR certification, background screening, physical examination, drug screening, and proof of health insurance and current immunizations.
- Organizations or facilities who charge additional fees are the student's financial responsibility

Nursing License

Students must provide proof of a current, unencumbered, unrestricted, and valid licensure (RN and/or APRN) in the state(s) in which they plan to complete practicum courses.

Affiliation Agreement

An Affiliation Agreement between Loyola University New Orleans and a third-party facility selected by the student is required in order to offer students nursing experience in real-world healthcare programs. The agreement establishes the terms of the relationship between the University and the facility. An Affiliation Agreement must be obtained for each practicum site the student plans to utilize. Loyola maintains a list of

the hundreds of organizations with which a current active Affiliation Agreement exists. Any existing Affiliation Agreement is processed quickly as it has already been approved.

If a new agreement is needed, students must initiate the process of establishing an Affiliation Agreement with the organization. Loyola provides a standard Affiliation Agreement (see <http://cnh.loyno.edu/nursing> for the Affiliation Agreement form). If completed, but unmodified, this form is pre-approved by Loyola's legal department and processed relatively quickly. Extensive modifications or forms generated by the affiliate site may be used in place of the standard agreement. The approval process for these non-Loyola Affiliation Agreements can take several months and may result in no agreement being achieved. Further details may be found in Meditrek®, where students can submit agreements and track their progress as they move through the system.

Castlebranch Requirements

Students must be fully adherent to requirements listed in Castlebranch throughout the duration of the practicum with all items submitted to Castlebranch in a timely fashion. If students are not up-to-date with Castlebranch requirements, they will not be registered for the practicum course.

The entire application must be approved prior to the student being allowed to enroll in the course.

For more information about the pre-practicum requirements review the Resources page on the School of Nursing website <http://cnh.loyno.edu/nursing/resources>.

If you require further assistance, please contact the Affiliations Agreement Coordinator or the Affiliation Agreements Administrative Assistant.

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Best wishes for a successful practicum experience!

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